

Vendor Payment Inquiry - FIN5100

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This tab displays the vendor check transaction listing. This is an inquiry page; therefore, you cannot create any transactions. If you are authorized in the Security Administration application, you can change the **File ID** field.

Perform a vendor payment inquiry:

Under **Vendor Information**:

Field	Description
Perform a vendor PO inquiry.	Search for a record. In the **Vendor** field, begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. Click **Retrieve**. The vendor information is displayed. If the vendor number is not known, click **Directory**. The Vendors directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a vendor name from the list. Otherwise, click **Cancel**.

Under **Payments Dates**:

From	Type a from date in the MMDDYYYY format to filter the vendor list by payment date.
To	Type a to date in the MMDDYYYY format to filter the vendor list by payment date.

Under **Check Number**:

From	Type a check number. The field can be a maximum of six digits.
To	Type a check number. The field can be a maximum of six digits.
File ID	Click ⌄ to select a file ID. The default file ID is C.

Under **Transaction Type**:

Include Check Transactions	Select to include check transactions for the vendor.
Include Credit Card Transactions	Select to include credit card transactions for the vendor.

Click **Retrieve** to retrieve a list of all check transactions associated with the selected vendor (and any specific sort or filter criteria) is displayed in the grid section of the tab. The **Total Expend Amt** and **Total Liquidated Amt** fields are displayed at the bottom of the data page.

Other functions and features:

Clear Dates	Click to clear the check dates of a previous inquiry from the **From** and **To** fields.
Print	Click to display the Vendor Payment Inquiry report. Review the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.